


# FIXING RELATIONSHIPS IN FAMILY TREE

Using Mozilla Firefox, go to the **Sandbox in Instructor Materials** . You will be working with **Robert and Ann - parents of Henry**.

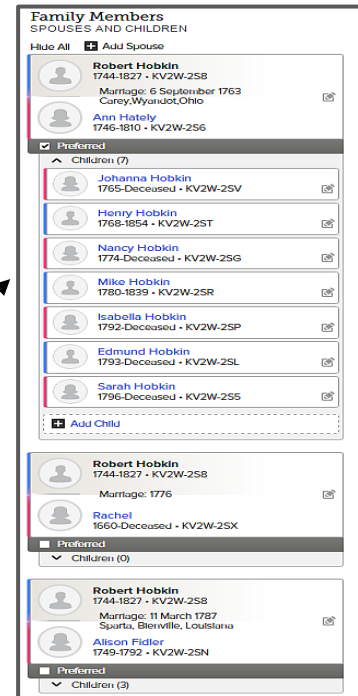
**Before removing relationships, do research to find documents proving the correct relationships.** Know how the family needs to “look” before you start removing/replacing relationships and moving children.

Robert and Ann

Joanna  
Henry  
Nancy  
Hannah  
Mike  
Isabella  
Edmund  
Sarah  
William

*This box shows how the family “SHOULD LOOK”- based on research, although the children are not in birth order.*

Before fixing the families, **highlight**, copy, and then paste the families and their ID #s into a Word document OR screen capture the Family Members section and print it. This will help you if you need the names and ID numbers later.




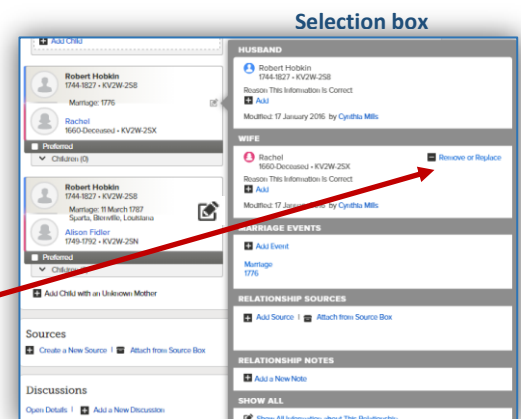
## PLAN of ACTION - Look at the **INCORRECT FAMILY RELATIONSHIPS**.

*Formulate a plan of action. Make sure any changes you make are recorded on a separate form. (Names and ID#s)*

- I. Remove an incorrect spouse – no children attached. *(Remove Person – Rachel to delete this couple relationship)*
- II. Remove an incorrect spouse – children attached. CAN NOT BE DONE UNTIL CHILDREN ARE MOVED.
- III. Move a child by replacing a parent. *(Move Hannah to correct parents - Robert and Ann; replace one parent method)*
- IV. Move a child by replacing both parents. *(Move William to correct parents - Robert and Ann; replace couple method)*
- V. Remove a child that does NOT belong to either parent. *(Frank was not Robert or Ann’s child; remove parents)*
- VI. Delete the couple relationship. *(Remove person - Alison to delete couple relationship between Robert and Alison.)*

## I. REMOVE AN INCORRECT- NO CHILDREN ATTACHED

1. From the person’s Details page [Robert], scroll down to the Family Members section.
2. Find the couple that has no children. In their couple box, click on the *Edit Couple* icon. 
3. In the **Selection box**, click on the *Remove or Replace* link to the right of Rachel’s name.



- The "Remove or Replace window opens. Read the action details. The red **X** shows who is to be removed or replaced. Decide which of these changes you wish to make and put a check in the "I have reviewed the relationships, ..." box. This will activate the [Remove or Replace](#) buttons and turn them bright blue.
- In this case, click [Remove Person](#) to delete this couple relationship.
- Always enter a specific reason for your change.

## II. REMOVE AN INCORRECT SPOUSE – CHILDREN ARE ATTACHED

**A marital relationship cannot be deleted as long as children are attached to the couple.**  
Children relationships must be detached first. Then the couple relationship can be removed.

## III. MOVE A CHILD BY REPLACING ONE PARENT

- Before Alison can be removed as Robert's wife, the children (3) must be moved to the correct parents. We will begin by changing Hannah's mother from Alison to Ann. **Highlight** and copy Ann's ID #. You will paste it in step 6.
- From Robert's Details page, scroll down, in the *Family Members* section to the second couple box. Go to daughter, Hannah. There are two main ways to move a child. This time we will **replace one parent** – the mother Alison. In Hannah's box click on the *Edit Parents* icon.
- A **Selection box** will appear on the right. In that box find the name of the incorrect **MOTHER** [Alison] and click her [Remove or Replace](#) link.
- When the Remove or Replace window pops up. Check "I have Reviewed ...", and select [Replace Person](#) to change the mother.
- In the "Replace Person" window, find the correct mother [Ann] using her ID # which was copied earlier. To do this, click on the [Find by ID Number](#) link at the bottom.
- In the next window, paste Ann's ID number and select **Find**.
- In the last window, click on **Add Person** bar for Hannah's correct mother, Ann.

- Remember to enter a *Reason for My Change*. **All changes should be based on evidence gathered through research.**
- Ann has replaced Alison as the mother. Hannah will be moved from the family of Robert and Alison to the family of Robert and Ann.

If you are unable to move Hannah using replace parent method, copy Hannah's ID number, delete her from **Robert** and **Alison's** family, scroll up to **Robert** and **Ann's** family, click **Add Child** and add her using her ID number.

#### IV. MOVE A CHILD BY REPLACING BOTH PARENTS

- Research has shown that William is the son of Robert and Ann, not Robert and Alison. Move William to his correct parents by replacing both of his parents.
- From Robert's details page, scroll down to the *Family Members* section. Click on William's Edit Parents icon.

- This time we will move a child by **replacing both parents**. To do this click on the **Remove or Replace** link of the **CHILD** in the Selection box.

- You will notice that the red **X** now applies to both parents. Any change will be made to both of them. Decide whether to **Remove or Replace**. Put a check in the "I have reviewed the relationships, ..." box. Select

- To bring up William's correct parents, enter his mother's ID number [Ann] the same way you did to move Hannah. (See III. 5 – 7)

- Two options will appear: **Add Person** and **Add Couple**. Since we need to replace both parents, click **Add Couple**. For this exercise, if more than one couple appears, choose **Robert** and Ann.
- Again, fill in a specific reason statement and click **Replace**.
- William now appears as a child of Robert and Ann, and is not listed as a child of Robert and Alison.

#### V. REMOVE A CHILD WHO DOES NOT BELONG TO EITHER PARENT

- Frank was not Robert or Alison's child. He needs to be removed from both Robert and Alison.
- Go down to Frank's box and click the Edit . The Selection box appears. In the child's section **CHILD** click the **Remove or Replace** link and check the "I have reviewed..." box. Select **Remove Parents** (rather than **Replace Parents**). Frank will be removed from the family.

If you discover that you removed a child by accident, find his ID # from the name/ID# list that you saved in the beginning. To add the child to the correct parents click the **Add Child** link that appears below their couple box.

## VI. REMOVE THE INCORRECT COUPLE RELATIONSHIP

Now that all the children are removed, remove the relationship between Robert and Alison as you did Robert and Rachel. (I. 1 – 6)

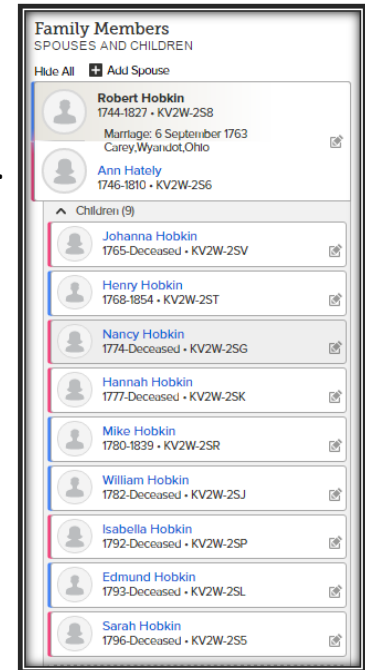
### SUMMARY

Based on the research you have done on this family, spouses have been removed, parents have been replaced so that children are listed with the correct parents, and a child that does not belong to anyone in the family has been removed entirely.

**NOW ROBERT and ANN'S FAMILY IS COMPLETELY CORRECT in FT.**

Robert and Ann

Joanna  
Henry  
Nancy  
Hannah  
Mike  
Isabella  
Edmund  
Sarah  
William




*What about a single parent with no spouse?*

Sometimes a child appears with two sets of parents. One of the relationships has the **correct** parents, but the other shows only a single parent without a spouse. To correct this situation refer to the following FS Help Center article: Familysearch.org > Get Help > Help Center > “Delete Duplicate Relationships”


Both parents appear as a couple, and one parent appears with no spouse. One or more children are attached to the single parent.

1. Check to make sure the children are attached to the correct couple. If needed, add the children to the correct couple by ID number. See [Adding a new individual or finding an existing individual in Family Tree \(53790\)](#).
2. Delete the relationship of each child to the single parent. The single parent disappears. See [Removing or replacing incorrect parents \(53985\)](#).

**HOW TO GET TO THE SIMPLE SANDBOX** (to repeat this exercise): [familysearch.org](#) > **Get Help** > **Learning Center** > **Family Tree Training Lessons and Videos** > **View this Lesson** > **Instructor Materials**  > **Simple Sandbox ...** (Always “Reset the Simple Sandbox” when you repeat this merging activity).

To print copies of handout & exercise go to: [familysearch.org](#) > **Search** > **Wiki** > “Fixing Relationships in FT”

### SUPPORTING RECORDS

It is extremely important to put records in FT that verify the information entered there. These documents can be attached to person in Family Tree when the individual is involved in merge by clicking their Edit icon  and then selecting **Add Source** under **RELATIONSHIP SOURCES** in the Selection box.

The **RELATIONSHIP SOURCES** window is exactly the same as that found under “Sources” on any person’s **Details page**. Attaching records that contain the information entered in FT proves what is found there.



**RELATIONSHIP SOURCES**

Source Title (Required)  
Example: England, Death Certificate of Hugh S. Smith - (1832-1912)

Web Page (Link to the Record)  
\* WEB PAGE URL \* ADD A MEMORY  
Example: UK Census, 1841, Arbroath, Perth, Scotland, Population schedule C

Where the Record is Found (Citation)  
Example: UK Census, 1841, Arbroath, Perth, Scotland, Population schedule C  
Dwelling address: Federal archive. Digital image

Describe the Record (Notes)  
Example: Hugh S. Smith Family Page 7, Lines 23-27, Arbroath, Scotland, UK Census 1841 Father: Robert Smith, Mother: Helen Strachan, Children: Hugh Sulley Smith, Robert Smith.

Reason to Attach Source  
Explain why you attached this source to this relationship.

☒ Add Source to My Source Box

**Save** **Cancel**